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The Commonwealth of Massachusetts

Department of Public Safety

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INFORMATIONAL BOOKLET

William McCabe
Commissioner

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The Commonwealth of Massachusetts

Department of Public Safety

1010 Commonwealth Avenue
Boston, Massachusetts 02215

Dear Candidate:

Thank you for the interest you have shown in becoming a member of the Massachusetts State Police. The information contained in this booklet has been compiled by members of the Academy staff and Personnel Section in order that you may better prepare yourself for the next phases of the selection process and, ultimately, the Academy itself.

I assure you that this booklet reflects the standards that will be expected of you as a Massachusetts State Police Trainee. Let there be no doubt the training will be difficult, the discipline will be taxing, however, successful completion of the course and ultimate appointment as a member of the finest State Police Agency in this nation will be your just reward.

Very truly yours,

A handwritten signature in cursive script that reads "William McCabe".

William McCabe
Commissioner of Public Safety

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TABLE OF CONTENTS

Duties of a Massachusetts State Police Trooper.....	1
Stress Training.....	4
Academic Standards.....	7
Course Descriptions.....	8
Physical Training.....	13
Firearms Training.....	24
Dismissal.....	25
Explanation of Benefits.....	26

INTRODUCTION

The informational material contained in this booklet is necessary for you to read in order to understand what will be required of you in the various stages of processing and also while at the State Police Academy.

It is also required that as part of the application process, you submit a copy of your high school transcript and diploma, or GED certificate. Copies of all college transcripts and degrees will also be required. In order to expedite this process, it is strongly recommended that you contact your respective schools upon receipt of this booklet, in order that you may have the required materials with you on the first day of processing.

In addition to your high school transcript, certain medical information will be requested from you. A blood serology report (VD-RL Blood Test) and a chest X-ray report will be required. **IMPORTANT:** Do not bring or have sent to this office the X-ray. Only the X-ray report. It is also requested that you know your blood type, as this information will be necessary in the event you are selected to enter the Massachusetts State Police Academy.

The information contained in this booklet is intended to familiarize you with what will be expected of you academically, physically and behaviorally while you are at the State Police Academy. Therefore, it is imperative that you make yourself knowledgeable of the contents contained herein.

STATE POLICE TROOPER

Definition: This is general duty Police work involving the protection of life and property.

A Massachusetts State Trooper is responsible for the enforcement of Federal and State laws and local ordinances. Work normally involves making regular patrols of roadways throughout the Commonwealth, directing traffic and investigating accidents and crimes, but may include other specialized police activities. Work may involve a substantial element of personal danger. Employees undergo an intensive period of training in police methods and the use of firearms prior to duty assignment. Work is performed in accordance with prescribed regulations and procedures, but an employee must be able to exercise sound judgement independently in emergency situations. All assignments involve responsibility for recognizing the social importance of police functions, for tactful and courteous treatment of the general public and for conscientious and efficient performance of duties under little direct supervision. Work is reviewed by superior officers through personal inspection and review of reports.

Examples of Work Performed:

Patrols on assigned highway area in a patrol car; receives messages from and makes reports to headquarters on radio-telephone equipment; enforces motor vehicle and criminal laws; gives assistance to motorists and other citizens, watches for driving hazards and corrects or reports hazards.

Directs traffic in order to relieve congested highway traffic conditions.

Stops trucks and checks their weight, length and other standards for compliance with state regulations.

Visits scenes of motor vehicle accidents; keeps bystanders out of danger; administers first aid to injured persons; safeguards property; investigates circumstances under which accidents occurred.

Makes preliminary investigations of crimes or complaints; makes a report of findings and enlists further aid if necessary.

Apprehends and arrests violators of the law; testifies in court.

Assists other law enforcement agencies in general police work.

Performs desk duty at a substation and receives complaints and requests orally, by radio, or telephone; dispatches men and equipment; records all messages received or dispatched.

Performs varied crime identification duties; photographs and fingerprints persons taken into custody; visits crime scenes to search for and lift latent fingerprints, compares latent fingerprints with those on file; develops, prints and enlarges photographs; classifies and files fingerprints.

Performs public relations duties in connection with local highway safety programs; shows films and gives safety talks before school groups and various civic organizations.

Troopers from time to time are assigned to special units such as: Bureau of Technical Services, Bureau of Administrative Services and Bureau of Investigative Services.

Required Knowledge, Skill and Abilities:

Ability to react quickly and calmly in emergency situations and to determine proper courses of action.

Ability to enforce laws firmly, tactfully and with respect for the rights of others.

Ability to understand and carry out oral and written instructions.

Ability to write and speak effectively.

Ability to complete satisfactorily the prescribed courses of training at the State Police training school.

Ability to develop skill in the use and care of firearms.

Good general intelligence and emotional stability.

Ability to meet such qualifications as may be required at the time of physical examination.

STRESS TRAINING

Stress is inherent with all police work. Police Officers are called upon to assume several stressful roles where they must act as an instant decision maker; where they must make immediate decisions based on training, experience and courage; where they must handle a variety of situations and problems while acting within the restraints of the law; and where they must communicate and listen professionally while keeping their temper, patience, and emotions in check at all times. Stress training helps the officers perform these tasks with ease and in such a way as to insure their safety and the safety and satisfaction of the community.

Stress training at the State Police Academy helps the Recruit to develop quick reaction time, satisfactory performance under pressure, individual proficiency and leadership ability. Stress Training involves periods of pressure and testing that requires the Recruits to utilize their deep resources; both physical and psychological, in order to succeed. From the minute a Recruit candidate reports for training, virtually every moment is occupied with classes, field exercises, physical training and graded events. The objective of this rigorous schedule is not designed to deprive the Recruit candidates of time to think, but is designed to force them to think fast and accurately and to be prepared for any eventuality.

Stress training as applied to the Recruit involves a specific atmosphere and attitude maintained and controlled by the staff at the Academy throughout the training period. To assimilate this atmosphere of stress which a Recruit will ultimately face as a Police Officer, the staff utilizes a variety of the following techniques:

- *Strict, militaristic procedures and atmosphere.
- *High ambiguity and uncertainty of required behavior, activities, schedules, time and expectations of training staff.
- *Superior-inferior relationship between Recruits and training officers; minimal interaction and support
- *Continuous doubt expressed about Recruit's ability; frequent recognition of Recruit's inferior status and shortcomings.

*Loud, public verbal abuse inflicted for performance failures.

*Loud, harsh, public discipline.

*Designed confusion; required performance designed to either exceed Recruit's capacity or the time allowed for completion.

*Recruits required to periodically command and control the class during inspections, marches and drills, and classroom behavior.

While no one can fully prepare for Stress Training, or anticipate how he will react in a Stress Training environment, the following are some suggestions which will aid the recruit in the transition from the civilian life into the rigorous Stress Training Academy way of life.

The Recruits should be mindful that they are not alone in the situation, that ALL of the other Recruit class members are experiencing the same feelings, and that the atmosphere and Stress Training are, in part, employed to pull the class together as a team.

The Recruits should realize that the staff constructively criticizes the class as well as individual Recruits for poor performance or behavior and their criticism should not be taken personally by the Recruits. The Recruits should strive to listen attentively to all commands and orders given by staff members, and not expect staff to repeat them. Specific attention should be given to any details or instructions given by staff members and the Recruit should follow them explicitly. The Recruits should also be mindful that the body, through its coping mechanism, WILL ADJUST to stress and adapt to the situation of stress training and Academy life. The Recruits should continually reassure themselves that they will make it, if they just hang in there, allowing their bodies to adapt and employ coping mechanisms. Group support, as well as individual Recruit encouragement, should be employed by the Recruit class so as to develop "Esprit De Corps".

The Recruits who are mindful of these suggestions and work at sharpening their listening skills and attention to details and reassure themselves that they can succeed at the Academy will have an easier transition period into the mainstream of Academy life.

Once the Recruits enter Academy life, another stress situation in which they are placed is that they are away from their families. and loved ones whom they may be dependent upon for physical, emotional and psychological support. The Recruits, while in the Academy; a controlled atmosphere, must exercise self discipline and cannot rely upon their families and loved ones for immediate available support. The Recruits should prepare themselves for this separation so that they are not overcome by extreme feelings of homesickness. To help alleviate feelings of homesickness the Recruits again, must reassure themselves that it is not a permanent situation, that most of the Recruits feel the same way. This controlled situation of Academy life again forces the Recruits to accept responsibility of self discipline and to gain control over their emotions and personal feelings in order to function under stressful situations efficiently.

ACADEMIC STANDARDS

1. Academic excellence is required of all Recruits during the training period.
2. Academic examinations will be administered on all classroom subjects taught. A passing grade of no less than seventy percent (70%) is mandatory.
3. In case of academic examination, the Recruit failing with a mark of less than 70% will be allowed to take one make-up examination on the same subject matter at a later date. A passing grade of no less than 70% is required on the make-up examination. A mark of 70% will be recorded in the Recruit's final academic average regardless of his passing grade on the make-up exam.
4. In all cases of academic failure, an Academic Warning Notice will be completed. The Academic Warning Notice will be signed by the Commandant, Staff Instructor and Trainee. A copy of the notice will be given to the Trainee and one (1) copy placed in his/her file. Corrective action and Remedial Training will be offered in all cases of Academic Failure.
5. A Recruit will be allowed to take make-up examinations on four (4) failed examinations. Academic deficiencies will be brought to the immediate attention of the Commissioner of Public Safety, who will make the final determination as to dismissal.

COURSE DESCRIPTIONS

BASIC ACCIDENT INVESTIGATION

This course is designed to provide the Trainee with the basic knowledge necessary to investigate serious motor vehicle accidents. First Officer response, recognition and presentation of physical evidence, vehicle dynamics, determining minimum speed from skid marks, field searching and diagraming will be stressed. Traffic templates will be provided.

CARDIO PULMUNARY RESUSCITATION

The CPR program is designed to teach the Trainee 1: to recognize the signals of a heart attack and give first aid to prevent cardiac arrest. 2: To provide CPR to keep the brain and heart of a cardiac arrest victim supplied with oxygen until advanced medical help arrives. 3: To give first aid for choking and other breathing emergencies.

CHILD ABUSE

This course will cover the recognition of child abuse, both physical and sexual. It will also encompass the sexual exploitation of children, interviewing the sexually abused child, pornography and sex rings collection and preservation of evidence and legal issues.

COURT PROCEDURE AND THE RULES OF EVIDENCE

Included in this course will be a study of the rules of evidence based on common and statutory law with particular emphasis on their application in Massachusetts Judicial proceedings. Discussion of the evidentiary rules relating to authentication, best evidence, burden of proof, hearsay, parol evidence, presumptions, privileges, real evidence, recollection recorded and recollection revived.

CRIMINAL INVESTIGATIONS

The basic principles of investigations including methods of investigations, the investigation notebook, report writing, crime scene search, crime scene sketch, care of evidence and obtaining information. The application of modern investigative techniques to a wide variety of topics such as undercover work, surveillance, tailing, sources of information and specialized scientific methods will be

discussed. Proof of the more important crimes such as homicide, larceny, arson, rape, assault, robbery, burglary and narcotics will be examined from the standpoint of Massachusetts Law. Attention will be given to recent decisions of the Supreme Court in these areas.

CRIMINAL LAW/STATUTE LAW

A survey of criminal law for law enforcement personnel. Topics will include: sources of criminal law; characteristics of criminal law; jurisdiction and venue; criteria of accountability, responsibility, exemption and vindication. The nature of the criminal act; theories of exculpation, and vindication; classes of punishable behavior; and offenses affecting government and national security. This course will also include rights of persons accused of a crime, methods of commencing criminal prosecution, search and seizure, interrogation and confessions and proceedings prior to trial.

CROWD CONTROL

This course is designed to provide police personnel with knowledge of how to handle disturbances involving large groups of people. Instruction will include use of force, civil liabilities and formations.

DEFENSIVE DRIVING

Subjects covered in this course will include law, civil liability, driver attitude, vehicle dynamics, accident causation, and vehicle control in such situations as cornering, back-ups, skids and braking emergencies.

DEFENSIVE TACTICS

This course will cover civil liability as it pertains to the use of force, police self-defense techniques, handcuffing, take downs, come alongs, handling and transporting prisoners and use of the police baton.

EFFECTIVE ORAL COMMUNICATION

An instruction to the principles and techniques of oral communication. Emphasis on organization and delivery with special consideration given to the development of confidence. Trainees will be expected to implement principles and practices through evaluated classroom activities.

FIELD SOBRIETY TESTING

This course will instruct Trainees on proper procedures for administering standard field sobriety testing and will include practical exercises on drinking subjects.

FIRST RESPONDER

This program is designed to meet federal and state guidelines for Police Officers. The course will teach a Trainee how to handle emergency situations such as accidents, sudden illness, controlling serious bleeding, transporting injured persons and heart attack victims. Upon successful completion the Trainee will be certified by the American Red Cross in "Advanced First Aid".

HAZARDOUS MATERIAL RECOGNITION AND IDENTIFICATION

This course will cover the recognition, identification and proper policy and procedure in case of a hazardous material emergency.

HUMAN RELATIONS

This course will expose the person working in a human services setting to a wide variety of specific skills that are useful in a helping relationship. Crisis intervention, para-professional counseling skills, behavior modification, confrontation and case study management are some of the specific skills presented.

INTERVIEW AND INTERROGATION TECHNIQUES

This course is designed to acquaint the Trainee with the proper techniques of interviewing. The program will include a practical exercise involving the questioning of a witness/suspect in a criminal case.

INVESTIGATIVE TECHNIQUES

This course will prepare investigators in proper methods of collection and preservation of evidence. It will also provide a good foundation in basic crime scene management.

JUVENILES

This class will focus on problems faced by Troopers when encountering juvenile delinquency and adequate solutions to these problems.

MOTOR VEHICLE LAW

This course centers on the Massachusetts motor vehicle code as contained in Chapters 85, 89 and 90 of the General Laws. Also contained in this course will be certain sections of the Code of Massachusetts Regulations (CMR) as they pertain to motor vehicle law.

RADAR CERTIFICATION

Certification is contingent upon the Trainees completion of the prescribed number of hours of supervised operation. Classroom subjects include the Doppler Theory, radar operation and deployment, legal basis for radar speed enforcement and the practical demonstration of different units.

REPORT WRITING

This course will cover effective English composition and reports. The Course content will include field note taking, report preparation and the use of standard State Police formats.

SEARCH AND SEIZURE

This course covers the law of searches with and without a warrant and the instruction of the proper procedures in obtaining and executing a search warrant. Trainees will be required to draft an application and affidavit for a warrant.

SPANISH

This is a basic program for Trainees concentrating on the alphabet, numbers, vowel sounds and simple words and phrases most commonly used when working with the Spanish speaking population.

TRUCK OPERATION

This course will deal with regulations governing the operation of trucks. Inclusive, will be weight and equipment requirements and limitations, as well as other areas pertaining to trucking regulations.

USE OF DEADLY FORCE

The most critical decision a law enforcement officer can be called upon to make is whether or not, under a given set of circumstances, the use of deadly force is justifiable. Recent court interpretations have now made this decision more difficult than ever before. This course will examine the legal aspects the law enforcement officer must take into consideration, as well as pertinent court decisions.

WATER SAFETY

The Water Safety Program is designed under the guidelines of the American Red Cross Basic Rescue and Advanced Life Saving Courses. The Trainee will spend more than forty (40) hours of in-water instruction dealing with Water, Basic Water Safety and Boating Rescues. The qualified swimmer will be certified in Advanced Life Saving and the novice swimmer will be certified in Basic Rescue. Trainees who do not qualify as novice swimmers will receive remedial training.

PHYSICAL TRAINING

The rules and regulations for a State Police Officer of the Commonwealth of Massachusetts includes "...All members of the Uniformed Branch shall keep themselves physically fit and subject to duty at all times." A State Police Officer is often placed in situations that make great demands on his/her physical capacity. In these instances, physical fitness is often the factor that spells the difference between success and failure - even life and death. The State Police Officer who lacks the muscular strength and endurance so necessary to successfully cope with these situations is not prepared to adequately discharge his/her duties.

The prime motivating factors for physical fitness are pride and desire for personal improvement. Motivation is the desire to look, feel, think and perform better each day. For the law enforcement officer, a strong motivator can be the realization that his/her life could well depend on whether or not he/she is physically fit.

Having the physical proficiency to apply defensive tactics and holds, and being adept in the use of handcuffs on a passive partner in training does not guarantee success on the job. Minimum levels of strength, flexibility and endurance are necessary to ensure survival in an arrest situation as well as to enhance the safety of fellow State Police Officers, other law enforcement officers, and innocent citizens. For these reasons, the State Police fitness philosophy begins when an individual applies for the Recruit position and continues throughout his/her career. The objectives are straightforward.

1. Increase the capability of the State Police Officer in the areas of muscular strength, flexibility, and cardiovascular endurance to successfully cope with situations that make great demands on his/her physical capacity.
2. Prevent cardiovascular disease and related ailments in Troopers and other law enforcement officers through early detection of danger signals indicating the possibility of impending cardiovascular problems.
3. Educate all employees of the State Police supported through example and leadership, in the procedures of overall self-assessment and subsequent attainment and maintenance of personal wellness standards.

4. Establish a personalized wellness prescription for each Trooper in order to promote and maintain physical fitness as one strong, contributing factor in reducing the risk of cardiovascular disease.
5. Reduce the incidence of lower back pain, obesity, high blood pressure and other law enforcement related ailments.
6. Increase the ability of State Police Officers (and other law enforcement personnel) to cope with the inherent stress related ailments of the law enforcement profession through physical fitness and positive lifestyle modifications in order to enjoy life to the fullest.

HEALTH MAINTENANCE TESTING

In an effort to assist members of the Massachusetts State Police to maintain certain levels of wellness, a "Health Maintenance" program has been proposed based on nationwide testing which are "age & sex" related. These tests are administered at the following intervals:

1. Prior to employment as a State Police Recruit
2. Several times during Recruit training
3. At certain time intervals after being appointed as a member of the Massachusetts State Police

The procedure for these tests are identical regardless of his/her sex, rank, or seniority.

The minimum standards which must be met in order to be considered for appointment as a Massachusetts State Police Recruit are contained in the following pages. These Health Maintenance standards are independant of the Surgeon General's examination at which time an applicant could be dismissed for several reasons including obesity.

The pre-employment Health fitness tests at the State Police Academy are as follows:

1. Flexibility - Sit & Reach
2. Lower Body Muscular Endurance / Sit-Ups (One minute test)
3. Upper Body Muscular Endurance / Push-Ups (One minute test)
4. Cardiovascular Fitness - 1.5 Mile Run
5. Body Fat Measurement

FLEXIBILITY TESTING

Sit and Reach Test

Flexibility is included in total fitness assessment because of the widespread problems of low back pain and joint soreness. Many of these problems are related to sedentary living. Flexibility is defined as the range of possible movement in a joint or group of joints. It is necessary to determine the functional ability of the joints to move through a full range of motion.

No general flexibility test measures the flexibility of all joints; however, the sit and reach test serves as an important measure of hip and back flexibility. Primarily, the elasticity of the muscles in the back of the legs and trunk is tested in the sit and reach position.

As a general rule, the more flexible a Police Officer is the less chance he/she has of being injured either on or off the job.

Procedure

1. The subject sits on the floor or mat with legs extended at right angles to a taped line on a box. The legs must be flat on the floor, without shoes or sneakers.
2. The heels touch the near edge of the box and are six to eight inches apart.
3. A yardstick is placed between the legs of the subject and rests on the box with the 15 inch mark on the edge of the box.
4. The subject slowly reaches forward with both hands, as far as possible, and holds the position momentarily.
5. The distance reached on the yardstick by the fingertips in inches is recorded.
6. The best of three trials is considered as the flexibility score.

(FLEXIBILITY TESTING CONTINUED)

Standards

Pre-Employment	> 16.5" Male	> 19" Female
After ten Weeks of Academy Training	> 18.5" Male	> 20.5" Female
During Final Week of Academy Training	> 20" Male	> 22" Female

MUSCULAR ENDURANCE TESTING

Sit-Ups

Muscular endurance is defined as the ability to contract the muscle repeatedly over a period of time. Low levels of muscular endurance indicate inefficiency in movement and a low capacity to perform work.

Procedures

1. The subject starts by lying on his/her back with his/her shoulder blades resting completely on the floor. His/her hands are interlocked behind the head while the knees are bent with the feet flat on the floor approximately 12"-16" from the butt.
2. A partner holds the feet down.
3. The subject bends forward and touches both elbows to both knees and returns his/her shoulder blades back onto the floor before starting the next repetition. Any resting can only be done while both elbows are touching both knees.
4. Only the amount of CORRECT sit ups completed in one minute will be recorded.

(MUSCULAR ENDURANCE TESTING CONTINUED)

Standards

	Repetitions	Repetitions
Pre-Employment	> 38 Male	> 32 Females
After 10 Weeks of Academy Training	> 42 Male	> 38 Females
During final week of Academy Training	> 46 Male	> 42 Females

MUSCULAR ENDURANCE TESTING

Push-Ups

Muscular endurance is defined as the ability to contract the muscle repeatedly over a period of time. Low levels of muscular endurance indicate inefficiency in movement and a low capacity to perform work.

Procedures

This test measures the muscular endurance of the shoulder girdle (Deltoids, pectorals and triceps).

1. The partner places his fist flat on the floor directly below the subject's chest.
2. The subject must keep his body on an even plane with his/her back and neck straight at all times. Heels must be together and the hands are located directly under the shoulders with the fingers facing forward. In the up position, elbows must "lock out" after every repetition. During the one minute test, resting can only be done during the down position with the chest no lower than the partner's fist.
3. Only the amount of CORRECT push ups completed in one minute will be recorded.

(MUSCULAR ENDURANCE TESTING CONTINUED)

Standards

	Repetitions	Repetitions
Pre-Employment	> 20 Male	> 12 Female
After ten Weeks of Academy Training	> 26 Male	> 17 Female
During Final Week of Academy Training	> 32 Male	> 21 Female

AEROBIC POWER TESTING

1.5 Mile Run (Cooper Run)

This test measures cardiovascular fitness. It is a maximal fitness test and requires a nearly exhaustive effort. After being examined by a doctor, the individual must monitor him/herself regarding safety throughout the test.

Procedure

1. The subject will run/walk a distance of 1.5 miles in the shortest time possible. One should practice the 1.5 mile run several times in order to determine an individual pace for the entire distance.
2. A group of candidates will run at the same time. Keep in mind that this is still an individual effort with all scores being recorded separately. (The State Police Academy track is a flat asphalt surface with square corners. The exact distance is 1.5 miles consisting of 7.25 laps).
3. The subject must be careful what he/she eats prior to testing. Applicants are required to continue walking immediately after the test for safety reasons.

(AEROBIC POWER TESTING CONTINUED)

Standards

	Time	Sex	Time	Sex
Pre-Employment	< 12.51	Male	< 15.26	Female
After ten weeks of Academy Training	< 11.41	Male	< 14.24	Female
During Last Week of Academy Training	< 10.42	Male	< 13.22	Female

BODY COMPOSITION TESTING' Skinfold Measurements

Skinfold measurement is an accurate field method for determining body fat. It is a more accurate assessment of obesity than the height/weight chart. It measures the percent of body fat relative to total body mass.

Standards

Maximum allowable percentage of body fat:

Female.....23.7%
Male.....17.4%

ACADEMY FITNESS TRAINING

The "Health Maintenance" goal of the Massachusetts State Police is to maintain a high level of wellness which results in good job performance and a longer life expectancy.

The primary "Health Maintenance" goal of the State Police Academy Fitness Program is to develop each individual Recruit to the highest level of fitness possible. At the same time, the following objectives will be met:

1. The Recruit will exhibit a high level of fitness by achieving a balance of strength, flexibility, cardiovascular conditioning, and desirable body composition.
2. The Recruit will learn safe, efficient concepts and methods of improving and maintaining fitness.

3. The Recruit will understand the positive connection between total fitness and job performance.
4. The Recruit will understand the positive connection between total fitness and total wellness.
5. The Recruit will develop confidence in himself and Esprit D'Corps by achieving a high level of fitness (with his/her classmates) in a demanding physical training program.

The Recruit fitness program consists of classroom lectures as well as one hour of physical training (PT) daily. The emphasis is on TOTAL BODY FITNESS which includes Body Fat Composition, Cardiovascular Conditioning, Flexibility and Strength. The guidelines are as follows:

1. Strength, flexibility, cardiovascular conditioning and body composition are the major components of total fitness, each as important as the other three.
2. Warm ups will consist of slow, smooth, "ballistic" stretching and smooth, rhythmic movements to increase blood flow to the desired muscles.
3. Strength exercises will make use of both concentric and eccentric muscle contraction. Form, not speed is important (positive-negative) for maximum strength gain. Muscle groups will be targeted for exercise, isolated, and exercised with a tear down, rest and rebuild method.
4. Flexibility training will emphasize static stretching and increased range of motion. Maintenance or increase of muscle length concurrent with strength training is desirable.
5. Cardiovascular conditioning will consist of strenuous rhythmic activity with a predetermined intensity and duration. In most instances, the duration will be 25 to 30 minutes. The intensity will be set and increased periodically to maintain a heart rate of 80% of maximum during exercise.

PRE ACADEMY PHYSICAL TRAINING

In order to physically prepare oneself prior to entering the Massachusetts State Police Academy, a Recruit must understand the concept of Total Body Fitness. Although it is good that a person is a very fast runner or an extremely strong weight lifter, this is not the preferred candidate if he/she does not possess: desired body fat composition, adequate flexibility, sufficient strength and a high level of cardiovascular fitness. A candidate must immediately begin a program working toward Total Body Fitness.

BEFORE YOU START A FITNESS PROGRAM, you should consider the following:

- 1) Regardless of age or shape, you should be examined by a physician.
- 2) Purchase "good" equipment such as well padded hi-top sneakers, running shoes, shorts, sweat suits, etc. These items must fit perfectly. One must consider proper athletic attire as "insurance" against injuries as opposed to thinking of them simply as clothing. Trying to save \$10.00 on a pair of inferior sneakers could result in an injury which could cost you a potential career with the Massachusetts State Police.
- 3) Evaluate yourself, simply put...stand naked in front of a mirror in a relaxed position. If you look "fat", then you probably are too fat and you must start to lose weight. (Keep in mind that a high percentage of athletic related injuries are caused simply by an overweight condition).

AS YOU BEGIN YOUR FITNESS PROGRAM, you should consider the following:

- 1) Exercise is not "fun"! You must work hard to produce the desired results.
- 2) "No Pain, No Gain" is a myth. Pain is an indicator that something is wrong. Do not train until you are hurt.
- 3) You cannot train through injuries. If you are injured, you must rest that particular body part.
- 4) You must rest your body. You should not work out more than five or six days a week.
- 5) Drink plenty of water, especially in the warm weather. You must drink all day long, not just while you are exercising.

WHEN YOU DESIGN YOUR FITNESS PROGRAM, you should consider the following:

- 1) Total Body Fitness is the desired result. You must plan your workouts to include; flexibility, strength and cardiovascular training.
- 2) You must start at a low level and increase SLOWLY. Increasing exercise too quickly is likely to be counterproductive and result in injuries.
- 3) Each training session should include a warmup period which includes stretching exercises followed by some type of cardiovascular training.
- 3a) Stretching should not be intense. Stretching should be slow and steady - no bouncing motion at all.
- 3b) You must perform 25-30 minutes of cardiovascular exercise four or five days per week. (Cardiovascular exercises include jogging, swimming, bicycling, aerobic dance, cross country skiing. Note: Weight lifting is not an exercise for cardiovascular fitness.

Remember, the State Police Academy is a training facility NOT a health club. After successfully passing the pre-employment fitness tests, you must continue to exercise until the day that you enter the Academy. Keep in mind that our entry level of training consists of one (1) hour of continuous physical training. Past statistics indicate that over ninety percent (90%) of Recruits who cannot complete daily entry level physical training, never graduate.

Prior to fitness testing, the candidate for the Recruit class goes through a medical examination which consists of a complete physical, as well as specific tests in regards to eye sight, color blindness, hearing, urinalysis, blood pressure, height and weight measurement.

MASSACHUSETTS STATE POLICE ACADEMY

Recruit Firearms Program

State Police Trainees are involved in an intensive eighty (80) hour Firearms Program. Classroom sessions and live Range firing train the Recruit in the proper use and handling of Firearms.

Classroom sessions include nomenclature of various weapons, care and cleaning, safety and the use of deadly force. Live Range Firing involves mandatory qualification with the .357 Magnum Service Revolver, Nightfiring, Heavy Weapons, Stress Shooting and the use of chemical agents - Tear Gas and Smoke.

Upon satisfactory completion of the program, Trainees are awarded a Firearms Certificate and are allowed to display a qualification badge on their uniform.

Hand and upper body strength are imperative in any shooting program. Preparation should include upper body exercises such as multiple repetitions with light hand weights for both left and right hands and arms. Hand squeezers should be utilized to strengthen the fingers, wrists and grip of both hands. Exercises to control the muscles of both eyes to enable strong and weak eye shooting are recommended. Closing either eye and concentrating on an object for short periods of time will accomplish this.

It is recommended that prospective Trainees do not attempt to familiarize themselves with firearms and shooting techniques prior to acceptance to the Academy. The methods taught by State Police Firearms Instructors are unique and innovative and any previously learned shooting habits may confuse and frustrate the Recruit.

DISMISSAL FOR OTHER THAN ACADEMIC REASONS

When the Commandant of the State Police Academy feels that a Trainee should be dismissed for other than academic reasons, the following procedure will be followed:

1. The Commandant will notify the Commissioner of Public Safety, through channels, of the name of the Trainee recommended for dismissal and the reasons for his recommendations.
2. The Commissioner, after reviewing the recommendations of the Commandant, will appoint a Board consisting of three Commissioned officers. The Commandant will present his reasons for recommending dismissal to the Board. The present academy policy regarding the gig and demerit system will be taken into account.
3. The Board after hearing both the Commandant of the Academy and the Trainee, shall then make a recommendation as to the status of the Trainee. Notwithstanding the recommendation of the Board, the Commissioner shall make the final decision as to whether or not the Trainee shall be dismissed.

DRUG SCREENING

Failure to submit or failure to successfully pass drug screening during the selection process will exclude a candidate from entering the Academy.

Also, failure to submit to or successfully pass drug screening while a Trainee at the State Police Academy will lead to dismissal.

LISTING OF AND EXPLANATION OF BENEFITS

A Massachusetts State Trooper is entitled to a full and varied package of benefits. These include, but are not limited to the areas of salary, health care, time off and educational incentives. While a few of these benefits apply to Academy Recruits, the great majority are not applicable until the Recruit has completed the training course and is accepted into the ranks of the State Police.

The reason that most of these benefits are not available until graduation is that they are either established through statute or granted as part of the collective bargaining agreement (contract) between the Commonwealth and the State Police Association, and are only applicable to sworn State Police officers.

This Section then will be broken into two distinct areas. The first will refer to those benefits which apply to Recruits and the other to State Police officers.

ACADEMY RECRUITS:

SALARY: At the present time, an Academy Recruit earns a weekly salary of \$402.28. Paychecks are distributed on Friday afternoon prior to weekend dismissal. There is ordinarily a week or two delay in payment while the payroll section processes the necessary information.

MEDICAL BENEFITS: While at the Academy, the Recruit is solely responsible for his or her personal and family health insurance. (See below for health insurance benefits which begin upon graduation)

Any health care which is prescribed because of an injury which occurs as a result of Academy training, will be paid by the Commonwealth.

STATE POLICE OFFICERS

SALARY: The current bargaining agreement which expires on June 30, 1988, establishes a beginning Troopers salary at \$413.72 per week, or \$21,513.44 per year. There is a five step process to reach top pay. Step advances are made on the anniversary date of Academy graduation until step five is reached. A Trooper at step five will earn \$534.71 per week, or \$27,804.92 per year.

At the beginning of the sixth year, officers attain the grade of Trooper 1st class and receive an additional 4% raise. Upon promotion to the rank of Corporal or above, a different salary structure will apply.

In addition to the base wage, Troopers receive weekly compensation of \$34.44 in recognition of the activities performed during travel to and from home to duty stations or assignments. In reality then, the starting salary for a Trooper is \$451.16 per week or \$23,450.32 per year.

Any officer who works a regularly scheduled evening or midnight shift receives an additional \$30.00 per week in their base salary.

OVERTIME AND COURT TIME: Whenever an officer is authorized to work beyond the normal work shift, he or she will be compensated at a rate of one and a half times their regular pay.

If an officer is required to attend court while on time off, he or she will receive a minimum of 4 hours in overtime pay.

DEATH BENEFITS: If an officer is killed while in performance of his or her duties, the surviving spouse will be paid an annual pension equal to the maximum salary set for the position in which he or she was serving at the time of death. In the event of death or remarriage by the surviving spouse, the Commonwealth will continue to pay 72% of the pension monies to the guardian of any surviving children until they reach the age of 18, or if the children are full time students until they reach the age of 21.

The Commonwealth will also make a lump sum payment of all accumulated deductions made by the officer during his career to the contributory retirement system. This payment will be made to the deceased officer's stated beneficiaries.

Further, the Commonwealth will pay 20% of the value of the total sick leave accrued by the deceased officer to his or her stated beneficiaries.

The Commonwealth also offers free college tuition at any state school to any surviving children.

HEALTH INSURANCE: The Commonwealth will pay 90% of the monthly premium rate for the Group Health Insurance Plan. The officer will pay the other 10%. This applies to both individual and family plans.

Under current arrangements, the officer may choose between Blue Cross Blue Shield and a number of selected Health Plans.

In addition to the traditional insurance, the Commonwealth contributes \$6.00 per week per person into a Health and Welfare Trust Fund. At the present time, the Trustees are utilizing Trust Fund monies to completely underwrite both an individual and a family dental plan for Troopers.

It should be noted that allocation of these monies is determined by the Trustees and the continuation of the Trust is subject to funding by the legislature, therefore, any and all programs are subject to change.,

SICK LEAVE: An officer will accumulate sick leave with pay credits at the rate of 10 hours for each full calendar month of employment. This earned time is cumulative.

Upon retirement, the Commonwealth will pay the retiree 20% of the value of the unused sick leave.

Because this benefit is one offered to all state employees, sick leave credits begin to accrue from the date of entrance into the Academy.

BEREAVEMENT LEAVE: Upon the death of a spouse, child, parent, brother, sister, grandparents, grandchild or parent of spouse, or person living in household, an officer shall be entitled to leave without loss of pay for a maximum of 4 calendar days.

PERSONAL DAYS: Effective July 1 of each year, officers will be credited with 5 paid personal days which may be taken during the following twelve months.

Employees hired after July 1 will be credited with between 0-5 personal days in accordance with a prorated schedule.

For purposes of this benefit, a person becomes an employee effective the first day of the Academy, however; personal days may not be taken until after graduation.

HOLIDAYS: Officers will be granted 11 paid holidays per year. When a holiday falls on a regularly scheduled workday, the officer may take the day off if not required to work. If the officer is required to work, he or she will receive 1 compensatory day off to be taken within

90 days following the holiday. If an officer is on a regularly scheduled day off on the holiday, he or she will receive a compensatory day off to be used within 90 days following the holiday.

VACATION: Vacation pay with leave shall be credited to all officers on June 30 based on work performed during the preceeding twelve months as follows:

Less than one year	One day for each Calendar month of service, but not exceeding ten days.
One year, but less than four and one half years	Two Weeks
Four and one half, but less than nine and one half years	Three Weeks
Nine and one half, but less than nineteen and one half years	Four Weeks
Nineteen and one half years or more	Five Weeks

MATERNITY & PATERNITY LEAVE: A female officer may be granted a leave without pay for the purpose of giving birth for a period not exceeding 8 weeks.

After giving two weeks notice, either parent may be granted a leave without pay for up to eight weeks to arrange for the care of a minor dependent child.

While both leaves are granted without pay, the officer may utilize accrued sick leave or vacation time, thereby remaining on the payroll for the leave period.

TUITION REMISSION: Any officer wishing to attend a state institution of higher education excluding the U. Mass Medical Center may receive full or partial tuition remission.

Officers enrolled in a state supported degree program will receive free tuition. Those enrolled in a self-sustaining continuing education program will receive fifty percent tuition remission.

CAREER INCENTIVE PAY PROGRAM: Commonly known as the Quinn Bill, this statutorily created benefit provides a pay increase for those officers who have attained Associates, Baccalaureate and/or Masters or Law degrees in the fields of Criminal Justice of Law Enforcement.

The current statute provides a 10% increase for an Associates degree, 20% for a Baccalaureate degree and 25% for a Masters or Law degree.

***DISCLAIMER**

It must be noted that the benefits listed in this section are granted by statute or by contract negotiations and are subject to change at any time.

